GENERAL FUND AND EXECUTIVE COMMITTEE'S MEETING MINUTES

May 1, 2024

I. Call to Order – Chief Robert MacFarland, Chairperson

The meeting was called to order at 9:39 a.m.

II. Open Public Meetings Statement – Chief Robert MacFarland, Chairperson

The Open Public Meetings Act was read.

III. Flag Salute and Moment of Silence

IV. Roll Call

Executive Committee

Chief Thomas Komlosi, Jr. Bordentown BOFC #1 Present Chief Robert MacFarland Bordentown BOFC #2 Present James Turcich Delran BOFC #1 Present Joseph Robinson Beverly City BOFC Absent Roger Butler (I. 10:30 am) Cinnaminson BOFC #1 Present

Alternate Executive Committee

Joseph JacksonBerlin Twp. BOFC #1PresentFranklin Jackson VHaddon BOFC #1PresentChief Alan PineMt. Laurel Fire District #1AbsentChief Robert TharpFlorence BOFC #1Present

Alternate Fund Commissioners Present

Joseph Cunningham Sr. Delran BOFC #1

James Briles Berlin Township BOFC #1

Also Present

Chuck Hartsoe PEGAS

Barbara Murphy PEGAS/Risk and Loss Managers, Inc.

Michaelene Miller

M. Paige Berry Saul Ewing LLP

Richard Lorentzen Treasurer

Jamie Shooks The Actuarial Advantage
Justine Schwinge Highland Claim Services

Adam Giaquinto Medlogix Marty Hammond PFM/NJ ARM

Zachary O'Grady

Allie Coscia

Shawn Gillon Withum Smith & Brown

Don Ruprecht J.A. Montgomery Risk Control Services

Terry Burke A.J. Gallagher

Rick Bean Henry Bean & Sons Insurance

Ryan Jones Rue Insurance Peter Papa Van Dyk Group

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

There was no general fund business.

VI. Executive Committee Business

A. Approval of the January 3, 2024 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Motion to approve the January 3, 2024 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Moved: James Turcich

Seconded: Chief Thomas Komlosi, Jr.

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson - Chief Robert MacFarland

There was no report.

2. MEL Delegate - Chief Robert MacFarland

Chief MacFarland stated that he had recently joined the MEL Safety Committee and would be participating in future subcommittee meetings. He stated that the subcommittee had recently met to discuss the MEL/MSI app, website and trainings.

3. Cyber JIF Delegate - Chief Matthew Martin

There was no report.

a. D2 Cyber Security – Brian Lau

Brian Lau provided an update on the Fund members' employee security awareness training, phishing and external vulnerability scanning and testing. He stated that the employee participation rate for FIRST's members was approximately 55%, and 70-80% overall among the Cyber JIF members. He stated that the training was due by June 30, 2024.

Chief Tharp commented that many of the security controls outlined in the program were difficult for members to comply with. He also asked how compliance would be affected by the use of third-party vendors to store confidential data. Discussion ensued and Barbara Murphy stated that she would reach out to Cyber JIF representatives to arrange meeting with fund members to review the criteria and answer questions regarding the elements required for compliance with the Cyber Risk Management Program.

4. Secretary – James Turcich

There was no report.

- 5. Actuarial Report as of 12/31/2023 The Actuarial Advantage, Jamie Shooks
 Jamie Shooks presented the actuarial report, explaining that the purpose of the report
 was to project the ultimate losses for the fund. He commented that ultimate losses
 consist of reported losses that are paid losses and case reserves plus the incurred but
 not reported (IBNR) reserve. He stated that the IBNR reserve is a provision that takes
 into account the emergence of unknown claims, development of known cases and the
 reopening of closed claims. He further stated that as of the December 31, 2023
 valuation date, the total case reserves and IBNR reserves were \$3,391,902.
- 6. Financial Report as of 12/31/23 Withum, Smith & Brown, Shawn Gillon Shawn Gillon presented the financial report distributed at the meeting. He stated that the balance sheet shows assets of \$10,981,407 and a fund surplus of \$6,621,000. The income statement shows net income of \$609,128. He stated that there were no deficiencies or weaknesses found for the Fund. He further stated that there were no audit comments or recommendations.

Motion to approve Resolution 2024-24 Certifying the Review of the Annual Audit.

Moved: Joseph Jackson Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

7. Investment Manager – PFM Asset Management

As per the report included in the agenda package.

Marty Hammond and Zach O'Grady reviewed a report on the Fund's investment performance for the quarter ended March 31, 2024. They provided a market summary, checking and investment account summary and a review of the Fund's portfolio.

8. Treasurer's Report – Richard Lorentzen

a. Approval of the Bill list for all Fund Years

Motion to approve the Bill List totaling \$1,027,647.29 for all Fund Years.

Moved: James Turcich Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

b. Treasurer's Report

As per the report distributed at the meeting.

c. Investment Status

As per the report distributed at the meeting.

9. Attorney – Saul Ewing, LLP – M. Paige Berry

As per the report included in the agenda package.

Paige Berry stated that a question had been posed regarding workers' compensation for a first responder's use of a fire district vehicle while coming and going from work and how or when coverage would apply. Paige discussed several scenarios and stated that the issue was very fact-sensitive, and compensability would be decided on an individual claim basis based on the facts of the case.

a. Resolution 2024-25 Approving Contracts for Risk Management Consultants *Motion* to approve resolution 2024-25 approving contracts for risk management consultants.

Moved: James Turcich Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

10. Administrator – Public Entity Group Administrative Services (PEGAS)

As per the report included in the agenda package.

a. Return of Surplus

The administrator reviewed the financial fast track included in the agenda package. Barbara Murphy stated that, now that the 12/31/24 audited financial statement was released, the finance subcommittee would be convening shortly to discuss a recommendation for a return of surplus. She suggested that the subcommittee take a conservative approach toward a recommendation.

b. 2025 Renewal Process

The administrator stated that the 2025 budget and underwriting timeline would be released shortly. Barbara Murphy stated that members' property appraisals were nearing completion, and that the administrator's office would be compiling the data. She stated that individual member's increases or decreases would be reviewed once completed.

11. Managed Care Organization – Medlogix

As per the report included in the agenda package.

12. Loss Control Specialist – J.A. Montgomery Risk Control

As per the report included in the agenda package.

C. Old Business

There was no old business.

D. New Business

There was no new business.

E. Public Comment

There was no public comment.

F. Claims Sub-Committee Report

Authorization of Payments Recommended by the Claims Sub-Committee.

Motion to ratify the January 31, 2024 Claims Sub-Committee Meeting Minutes.

Moved: Joseph Jackson

Seconded: Chief Thomas Komlosi

Vote: Approved: Unanimous Nay:

G. Closed Session

Motion to adjourn Open Session.

Moved: Joseph Jackson Seconded: James Turcich

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:45 a.m.

H. Open Session Resumes

Motion to return to Open Session.Moved: Joseph JacksonSeconded: James Turcich

Vote: Approved: Unanimous Nay:

Open Session resumed at 11:02 a.m.

I. Claims Payment Authorization and Other Actions Established in Closed Session

Motion to approve claim payments and authorize actions established in closed

session.

Moved: James Turcich Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn the meeting. **Moved:** Chief Thomas Komlosi

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:03 a.m.

The next meeting will be held at 9:30 a.m. on September 18, 2024.

Respectfully Submitted,

Authorized Signature